rethink YOUR VALUE

AALL 2013 · Seattle · July 13-16 · 106th Annual Meeting & Conference

Food & Beverage Order Form

Annual Meeting and Conference

Seattle, WA

Submit by May 15

Provide the following information based on the event details included in the email memo you received. You may copy and paste the information from the memo into the fields below unless you need to make any changes.

Name of Group/Function:

Date of Function: July

Start Time: AM PM

End Time: AM PM

Name of Person Responding: Phone

Location of Function: Set-up Style: Anticipated number of attendees:

Type of Function (check all that apply): Breakfast Coffee/Beverage Service Luncheon Break Dinner Reception

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List your menu selection(s). Menus for the Washington State Convention Center (WSCC) and the Sheraton Seattle (headquarters Hotel) can be found here: www.aallnet.org/conference/meeting-planning/food-and-beverage

Menu Selection(s):	price	per	quantity to order

Cost Worksheet

*Estimate the amount of beverage or food items required for your group based on attendance. Coffee service is generally ordered by the gallon (20 cups/gal) as coffee/decaf/tea - specify how many gallons each. Ordering bottled and canned beverages `*on consumption*' keeps you from being charged for more than is consumed (please note any limits you may want to set). For reception service and/or liquor service, indicate the selections desired using menus as a guide - indicate `hosted' or `cash' bar and include bartender fees with applicable service charges. Water coolers are provided in all meeting rooms at the WSCC.

Total Menu Price - Include applicable service charge and tax, calculated as follows:

Convention Center: menu price x 18% service charge x 9.5% tax =

Sheraton : menu price x 23% service charge x 9.5% tax =

Total price per person: (Final guarantee number due to AALL by June 22)

Time to begin food service: AM PM

Notes to AALL regarding special set-up style, more extensive order, etc.:

Submit this form by May 15 by clicking the Submit by Email button or by printing and faxing the form to Vanessa Castillo at 312-205-8011. Keep a copy for your records.

Print Form

Email Form